

**2011–12 ACCREDITATION STANDARDS FOR**  
**BOARD OF TRUSTEES, SUPERINTENDENT, AND DISTRICT OPERATIONS**

**NOTE:** *For Accreditation purposes, schools and school districts are responsible for determining compliance with the following Accreditation Standards. Schools and school districts should review each state statutes and SBE regulation listed to ensure a complete understanding of what is required for compliance.*

**I. PERSONNEL**

**A. BOARD MEMBERS**

1. No board of trustee member receives pay as a teacher in the district. [§59-19-300]
2. No board shall employ a member of a board of trustees' immediate family as a teacher in the district without the written approval of the board of trustees of the district. [§59-25-10]
3. Orientation of new board members is conducted as required by law. [§59-19-45]
4. The school district complies with all federal and state requirements with respect to recruiting and hiring. Failure by any school district to develop affirmative action plans or otherwise adhere to the provisions of the South Carolina Education Improvement Act of 1984 is cause for intervention by the State Department of Education to take the corrective steps as may be necessary. [§59-1-520]
5. The board of trustees exercises the general powers and duties as prescribed. [§59-19-90]
6. The board of trustees reports termination of certain district employees to SBE and State Superintendent. [R43-58.1]

**B. SUPERINTENDENT**

1. A full-time superintendent is employed. [R43-161]
2. The superintendent receives the highest salary in the school district. [R43-162]
3. The superintendent is properly certified. [R43-161]
4. The superintendent has completed a professional development plan which is annually updated. [§59-24-30]
5. The chief administrative officer (superintendent) serves as the chief executive officer of the board of trustees and the professional leader of the school district. [R43-161]

**C. ADDITIONAL CENTRAL OFFICE STAFF**

1. Area superintendents are properly certified. [R43-161]
2. Personnel employed as administrative assistants, supervisors, and consultants having responsibilities for supervising instructional programs and student services must hold a master's degree and be certified in their area of primary responsibility or must earn a minimum of six semester hours annually toward appropriate certification. The district superintendent must request from the Office of Certification an out-of-field permit for members of the central office who are not properly certified. [R43-205]
3. Assistant superintendents, directors, and consultants-have completed a professional development plan which is annually updated. [§59-24-30]

D. SECRETARY AND CUSTODIAL SERVICES

1. A secretary is employed. [R43-209]
2. Custodial services shall be provided. [R43-209]

E. PERSONNEL

1. Prior to initial employment as a teacher, both a state and a national criminal records check supported by fingerprints by the FBI have been conducted. [§59-25-115]
2. The district superintendent must request out-of-field permits from the Office of Educator Certification for eligible personnel not properly certified. [R43-205, 20 U.S.C. § 6301 et seq. (2002)]
3. All instructional paraprofessionals in Title I schools or those paid with Title I funds in Targeted Assistance programs must meet state and federal requirements. [R43-209, 20 U.S.C. § 6301 et seq. (2002)]
4. For the 2009–10 school year, a minimum of 65 percent of teachers teaching departmentalized classes in grades 5-8 in each middle school or junior high school are middle-level certified. [R43-62]

II. CURRICULUM AND INSTRUCTIONAL MATERIALS

- A. A five-year district strategic plan and school renewal plans with annual updates are approved and include all components mandated by the Education Accountability Act of 1998 and Act 135 of 1993. District and school plans are coordinated and aligned. [R43-261]
- B. The board of trustees reviews and approves all district strategic and school renewal plans and annual updates for progress. [§59-20-60, R43-261]
- C. The school district provides Advanced Placement courses in all secondary schools. [R43-258.1, § 59-29-190]
- D. All secondary schools offer a college preparatory program. [§59-5-65]
- E. The board of trustees maintains a systematic evaluation of educational program needs. [§59-20-60]
- F. The district must maintain a student-teacher ratio of 21:1 or less in reading and mathematics in grades 1, 2, and 3. [R43-231]
- G. The Principal Evaluation Program is conducted and includes administration of the evaluation instrument, the evaluation cycle, and the mandatory training requirement for a principal with an unsatisfactory evaluation. Appropriate documentation is maintained by the district to verify the evaluation process. [R43-165.1]
- H. Prior to permanent appointment as a principal for any elementary school, secondary school, or career and technology center, the person must be assessed for instructional leadership and management capabilities by the Leadership Academy of the South Carolina Department of Education. [§59-24-10]
- I. The district complies with all summer school requirements. [R43-240]
- J. The school district provides a pre-kindergarten program that complies with regulation. [R43-264.1]
- K. District and school shall develop and implement a developmentally appropriate curriculum model from pre-school through grade 3. [R43-267]
- L. The school district provides a family literacy program that enhances the relationships between the parents and children, connects the value of literacy development, promotes connections to school, develops knowledge in parenting and child development, and provides support services in the areas of health, nutrition, transportation, childcare, and other related needs. [R43-265]

### III. OPERATIONS AND PROCEDURES

#### A. SCHOOL YEAR

1. The length of the school term is one hundred ninety (190) days with at least one hundred eighty (180) days used for student instruction. The remaining days are utilized for the preparation for opening of school, staff development, planning, academic plans, and parent conferences. [§59-1-425]
2. Early dismissal days for emergencies are reported in writing to the Director, Office of Federal and State Accountability. [§59-1-425]
3. Full days missed because of weather or other circumstances must be made up. [§59-1-425, R43-231, R43-232, R43-234]
4. No more than three (3) days of the school year are reduced in instructional time for the purpose of administering end-of-the-semester examinations, end-of-the-year examinations, teacher conferences, or for staff development. The reduced days are not less than three (3) hours in length. [§59-1-425]

#### B. STAFF DEVELOPMENT

Each school district board of trustees shall provide a program of staff development for all educational personnel. [§ 59-20-60]

#### C. STUDENTS - GENERAL

1. The board of trustees requires signed, written documentation by parents or guardians not enrolling their child in kindergarten. [§59-65-10]
2. The board of trustees has developed a policy concerning student attendance and intervention plans. [R43-274]
3. District policies have been developed addressing minimum standards of student conduct and discipline. [R43-279]
4. Policies include provisions regarding expulsion for no less than one year of a student who brings a firearm to school. [§59-63-235]
5. District policies have been developed pertaining to student participation in interscholastic activities and is in accordance with regulations. [R43-244.1]
6. A record of all student dropouts is maintained. [R43-234]
7. The district schools have implemented a comprehensive health education program in accordance with regulation. [R43-238]
8. Each school in the district has incorporated and must instruct students in black history as a regular part of its history and social studies courses. [§59-29-55]
9. Performance-oriented educational standards are used to improve curriculum and instruction. [§59-18-300]
10. All tenth grade students are offered the PSAT or PLAN tests, and the results are used as diagnostic tools. [§59-18-340]
11. Beginning with the 2010 assessment administration, student assessment results are disseminated to parents. [§59-18-360]
12. Instruction in phonics is provided in all schools in the district. [§59-29-10]

13. School districts which choose to reduce class size to fifteen to one in grades one through three shall be eligible for funding for the reduced pupil-teacher ratios from funds provided by the General Assembly for this purpose. [§59-63-65]

D. FINANCE

1. The district board of trustees makes its annual fiscal report available to the general public. [§59-20-60]
2. The board of trustees prepares an annual written report accounting for funds expended in each pupil classification. [§59-20-60]

E. RECORD KEEPING

1. Financial Resources are to be allocated, expended, and accounted for in accordance with accounting practices specified in the Financial Accounting Handbook, Funding Manual, and the Pupil and Staff Accountability Manual. [R43-172]
2. The district shall maintain accurate student data according to the pupil accounting system prescribed by the State Department of Education. A record of all dropouts shall be filed by school, grade, race and sex. The superintendent shall verify the accuracy of the enrollment attendance, membership by category, and dropout reports submitted to the SCDE's Office of Finance. [R43-172, R43-231, R43-232, R43-234]
3. The district maintains accurate records related to pupil bus transportation in accordance with the Department of Education's transportation manual. [R43-80]

F. SCHOOL IMPROVEMENT COUNCILS

1. Each school board of trustees shall establish an improvement council at each school in the district and this council is to be involved in improvement and innovation efforts at the school. [§59-20-60]
2. School Improvement Councils assist in preparing the school renewal plans and annual updates. [§59-20-60, R43-261]
3. The local school board made provisions to allow any council to file a separate report to the local school board if the council considers it necessary. [§59-20-60]

IV. FACILITIES

- A. All operating school facilities shall comply with safety regulations prescribed by the State Fire Marshal and with sanitation and health regulations prescribed by the South Carolina Department of Health and Environmental Control. [R43-180, R43-190]
- B. Buildings and grounds are adequate in size and arrangement to accommodate the programs offered. [R43-180]
- C. Playground, physical education, and play equipment are adequately maintained and safe. [R43-180]
- D. Sufficient fire extinguishers are provided, inspected annually, and clearly designated in all buildings. [R43-181]
- E. Each room is designed and equipped to serve the specific purposes for which it is used. [R43-180]
- F. Adequate lighting, ventilation, and heating are provided in all utilized areas. [R43-180]
- G. Buildings and grounds are properly maintained, safe, and attractive. [R43-180]
- H. All vocational education laboratories and facilities meet the standards prescribed by the Occupational Safety and Health Act. [R43-180]

- I. All principals or superintendents in charge of the schools of the state conduct fire drills at least once a month. [§59-63-910]
- J. An emergency and disaster plan has been designed to provide for the protection and welfare of students in the event of any disaster (tornado, hurricane, fire, etc.). [R43-166]
- K. Each school conducts at least one emergency drill within the first month of school. [R43-166]
- M. Schools are in compliance with minimum building codes. [§59-23-210, R43-190]
- N. New school facilities and sites meet minimum requirements. [R43-191]